

## Program B: Management and Finance

Program Authorization: LA R.S. 36:306 Act First Extraordinary Session of 1988 as amended by Regular Session 1998, Civil Service rules LA R.S. 39:618(11)

### PROGRAM DESCRIPTION

The mission of the Management and Finance is to provide administrative support and fiscal oversight to the Louisiana Department of Labor enabling the effective and efficient delivery of services to the citizens and the legislature of Louisiana. The Louisiana Department of Labor customers include department management, programs and employees, the Division of Administration, various federal and state agencies, local political subdivisions and vendors.

The goal of the Management and Finance Program is to manage and safeguard the agency's assets to create and maintain an environment of continuous improvement.

The Office of Management and Finance encompasses Human Resources, Fiscal, Office Services, and Engineering and Maintenance divisions.

### OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2001-2002. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

1. (KEY) To continue to provide adequate supervisory management and support systems to ensure a personnel turnover rate of no more than 12.0%.

Strategic Link: *Goal II - To provide technical and program support to programs and other offices of the Department. Goal III - To maximize resources within the Department.*

Louisiana: Vision 2020 Link: (indirect and contributory only) Objective 1.8 - To improve the efficiency and accountability of governmental agencies.

Children's Cabinet Link: Not applicable

Other Link(s): Not applicable

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1999-2000	ACTUAL YEAREND PERFORMANCE FY 1999-2000	ACT 11 PERFORMANCE STANDARD FY 2000-2001	EXISTING PERFORMANCE STANDARD FY 2000-2001	AT CONTINUATION BUDGET LEVEL FY 2001-2002	AT RECOMMENDED BUDGET LEVEL FY 2001-2002
K	Personnel turnover rate	12.0%	11.3%	12.0%	12.0%	12.0%	12.0%

	ACTUAL 1999- 2000	ACT 11 2000 - 2001	EXISTING 2000 - 2001	CONTINUATION 2001 - 2002	RECOMMENDED 2001 - 2002	RECOMMENDED OVER/(UNDER) EXISTING
E. Sec Adm. Fund - Penalty and Interest	\$0	\$0	\$0	\$142,433	\$142,433	\$142,433

## RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1999- 2000	ACT 11 2000 - 2001	EXISTING 2000 - 2001	CONTINUATION 2001 - 2002	RECOMMENDED 2001 - 2002	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$295,362	\$150,234	\$150,234	\$187,522	\$187,522	\$37,288
STATE GENERAL FUND BY:						
Interagency Transfers	180,819	246,963	246,963	246,963	246,963	0
Fees & Self-gen. Revenues	316,713	142,433	142,433	0	0	(142,433)
Statutory Dedications	0	0	0	142,433	142,433	142,433
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	5,625,240	7,520,403	7,520,403	7,751,371	9,086,029	1,565,626
TOTAL MEANS OF FINANCING	<b>\$6,418,134</b>	<b>\$8,060,033</b>	<b>\$8,060,033</b>	<b>\$8,328,289</b>	<b>\$9,662,947</b>	<b>\$1,602,914</b>

### EXPENDITURES & REQUEST:

Salaries	\$2,905,037	\$4,203,028	\$4,203,028	\$4,123,843	\$3,788,889	(\$414,139)
Other Compensation	177,405	22,764	22,764	22,764	254,397	231,633
Related Benefits	711,997	809,057	809,057	990,491	756,190	(52,867)
Total Operating Expenses	2,238,913	278,474	278,474	364,707	2,268,620	1,990,146
Professional Services	156,668	50,000	50,000	50,000	50,000	0
Total Other Charges	32,302	2,400,961	2,400,961	2,480,735	2,249,102	(151,859)
Total Acq. & Major Repairs	195,812	295,749	295,749	295,749	295,749	0
TOTAL EXPENDITURES AND REQUEST	<b>\$6,418,134</b>	<b>\$8,060,033</b>	<b>\$8,060,033</b>	<b>\$8,328,289</b>	<b>\$9,662,947</b>	<b>\$1,602,914</b>

### AUTHORIZED FULL-TIME

EQUIVALENTS: Classified	100	146	146	146	128	(18)
Unclassified	1	1	1	1	1	0
TOTAL	<b>101</b>	<b>147</b>	<b>147</b>	<b>147</b>	<b>129</b>	<b>(18)</b>

## SOURCE OF FUNDING

This program is funded with State General Fund, Interagency Transfers, Statutory Dedications and Federal Funds. The General Fund will be used to pay for the Legislative Auditor. The Department is unable to pay the Legislative Auditor with Federal Funds. The Interagency Transfers are received from the Office of Worker's Compensation. This program handles personnel work and various other miscellaneous projects for the Office of Worker's Compensation. The Statutory Dedications (penalty and interest) will be used to pay expenses incurred

## ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
<b>\$150,234</b>	<b>\$8,060,033</b>	<b>147</b>	<b>ACT 11 FISCAL YEAR 2000-2001</b>
			<b>BA-7 TRANSACTIONS:</b>
\$0	\$0	0	None
<b>\$150,234</b>	<b>\$8,060,033</b>	<b>147</b>	<b>EXISTING OPERATING BUDGET – December 15, 2000</b>
\$0	\$1,193,382	0	Annualization of FY 2000-2001 Classified State Employees Merit Increase
\$0	\$451,228	0	Classified State Employees Merit Increases for FY 2001-2002
\$0	(\$9,502)	0	Risk Management Adjustment
\$0	\$295,749	0	Acquisitions & Major Repairs
\$0	(\$295,749)	0	Non-Recurring Acquisitions & Major Repairs
\$37,288	\$37,288	0	Legislative Auditor Fees
\$0	\$42,486	0	UPS Fees
\$0	(\$1,733,613)	0	Salary Base Adjustment
\$0	(\$92,704)	0	Attrition Adjustment
\$0	(\$285,299)	(18)	Personnel Reductions
\$0	\$1,999,648	0	Other Adjustments - Adjustment to realign expenditures based on historical spending
\$0	\$0	0	Net Means Of Financing Substitutions - Replace Fees and Self -generated Revenues with Statutory Dedications (penalty and interest). This adjustment is due to attorney general's opinion 00-248. This opinion state, that penalty and interest monies can remain in the Department of labor's bank account. There are no approvals or procedures that must be followed in order for labor to retain this funding.
<b>\$187,522</b>	<b>\$9,662,947</b>	<b>129</b>	<b>TOTAL RECOMMENDED</b>
<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS</b>
<b>\$187,522</b>	<b>\$9,662,947</b>	<b>129</b>	<b>BASE EXECUTIVE BUDGET FISCAL YEAR 2001-2002</b>
			<b>SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:</b>
\$0	\$0	0	None
<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE</b>
<b>\$187,522</b>	<b>\$9,662,947</b>	<b>129</b>	<b>GRAND TOTAL RECOMMENDED</b>

7723

The total means of financing for this program is recommended at 120% of the existing operating budget. It represents 93.7% of the total request (\$10,309,671) for this program. The 6.3% decrease is due to salary base adjustments. This program has eighteen (18) positions that have been vacant for 1 year or more.

**PROFESSIONAL SERVICES**

\$50,000    Accounting/Auditing services for Employment Grants as required by federal regulations

**\$50,000    TOTAL PROFESSIONAL SERVICES**

**OTHER CHARGES**

\$2,161,103    Funding to be used for aid to local governments for the Job Training Partnership Act to assist clients in training for job skills

**\$2,161,103    SUB-TOTAL OTHER CHARGES**

**Interagency Transfers:**

\$87,999    Division of Administration for Rent in State-owned Buildings

**\$87,999    SUB-TOTAL INTERAGENCY TRANSFERS**

**\$2,249,102    TOTAL OTHER CHARGES**

**ACQUISITIONS AND MAJOR REPAIRS**

\$295,749    Funding provided for the following equipment: CPU upgrade, DASD upgrade, SILO upgrade, Servers upgrade, network upgrade, computer system support services, software, inserter and printers.

**TOTAL ACQUISITIONS AND MAJOR REPAIRS**